

Building Department
302 North Main Street
Culpeper, VA 22701
540/727-3405 fax 540/727-3461
www.culpepercounty.gov



Culpeper County RESIDENTIAL BUILDING PERMIT APPLICATION

Applicant must submit County or Town Zoning Permit with this application.

RESIDENTIAL BUILDING PERMIT SUBMISSION

This checklist will help you in acquiring the proper documents and the information needed for plan submission.

Application should reflect actual work being performed.

Incomplete or incorrect information may delay the Plan Review Process.

- ☐ Administrative fee of \$75.00 is due at time of application submission.
- ☐ Zoning Permits from the Town or County of which you reside must also accompany building application¹.
- ☐ Two copies of your Plat.¹ showing location of the building placement and total sq. feet.
- ☐ Administrative Fee of \$75.00 is due at time of submission of plans.
- ☐ 3 sets of plans in ink, legible, minimum 1/4" scale (1/4" equals to 1 foot.), and must not be drawn on paper smaller than 11X17
- ☐ For County Residences a copy of the Health Permit for water/septic² is required if building new home or adding a bedroom. You must list the number of bedrooms & bathrooms on application.
- ☐ Foundation: ☐ crawl space or ☐ basement
- ☐ Foundation: ☐ poured concrete, ☐ concrete block, ☐ pre-cast
- ☐ Registered Designer Professional's **original** seal (if applicable) signed and dated.
(Information to include name, address, phone number, occupation & VA State License number.)
- ☐ Specify Building Code the plans are designed ☐ 2003 ☐ 2006 IRC.
- ☐ Res Check with current code year ☐ 2003 or ☐ 2006

FOR MANUFACTURED AND INDUSTRIALIZED HOMES ONLY

Modular Homes are Manufactured Homes. You will need to know if foundation will be set on frame or off frame. Please indicate location of the data plate.

Single or Double-wide Homes are Industrialized Homes and you must know if the home is HUD approved. A professional engineer seal must be on plans submitted. Please indicate where the data plate is located.

***(FOR INDUSTRIALIZED & MANUFACTURED HOMES--By law, there must be a minimum 3' x 3' landing at the door or not less than the width of the door being served. Drawing for this landing must accompany the plans for Industrialized and Manufactured homes. The application must list the size of the landing on page 3.) Our Deck Package is acceptable for a free-standing deck.**

Address and Phone Number of Associated Departments

¹ Town of Culpeper Zoning Office
400 S. Main Street • Culpeper, VA 22701
(540) 829-8260
www.Culpeper.to

Culpeper County Zoning Office
302 N. Main Street • Culpeper, VA 22701
(540) 727-3404 FAX (540) 727-3461
www.culpepercounty.gov

² The Virginia State Health Department
640 Laurel Street • Culpeper, VA 22701
(540) 829-7466

Miss Utility dial 811